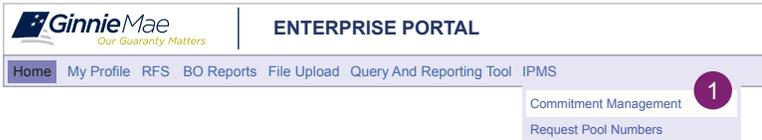




## LOG IN TO COMMITMENT MANAGEMENT

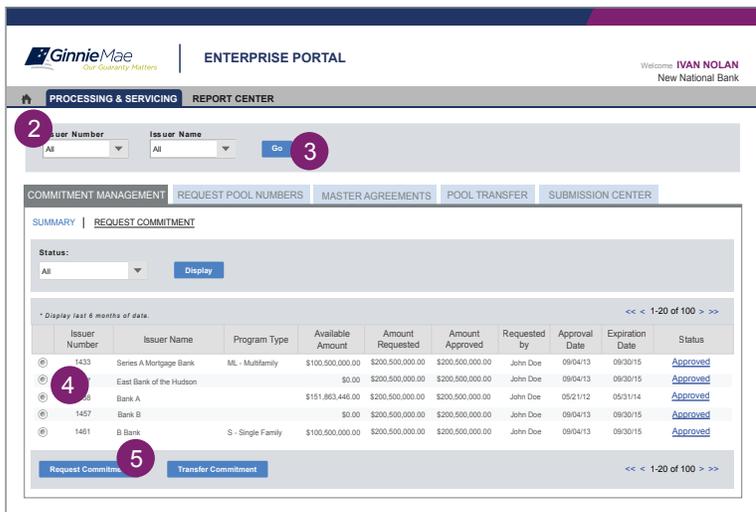
Log in to GMEP at [www.eginniemae.net](http://www.eginniemae.net).



1. From the Home screen, click **IPMS** and select **Commitment Management**.

The **Commitment Management (CM) Summary** screen is displayed. This is the primary navigation screen.

## COMMITMENT MANAGEMENT (CM) SUMMARY SCREEN



From the **CM Summary** screen, you can:

- Request Commitment Authority
- View approved Commitment Authority requests

### Request Commitment Authority

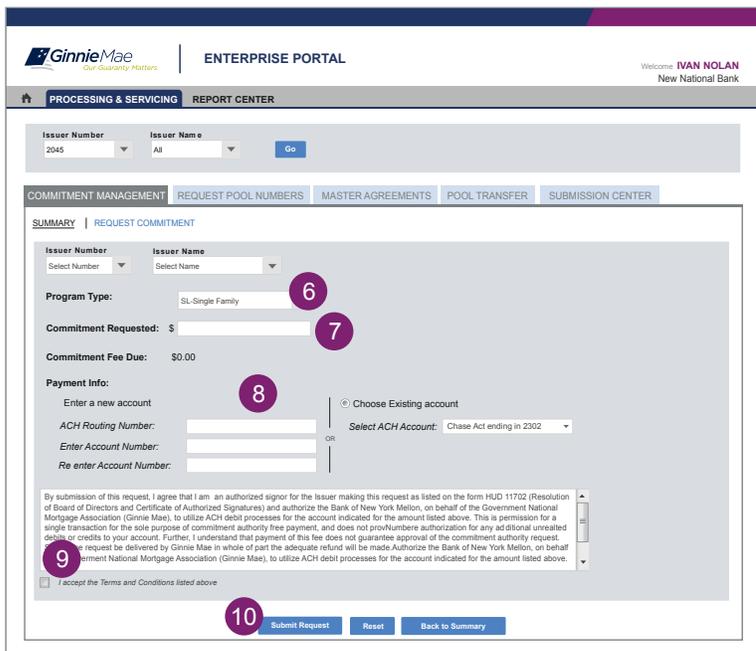
2. Select Issuer Number or Name from the drop-down menu.

3. Click **Go** to proceed.

4. Select the button next to the Issuer.

5. Click **Request Commitment**.

The **Request Commitment Authority** screen is displayed.



6. Select the Program type from the **Program Type** drop-down menu.

7. Enter the dollar amount of the commitment being requested in the **Commitment Requested** field.

8. Enter a new ACH Account or choose an existing ACH Account. This is the account from which the Commitment Fee will be drafted.

9. Click the checkbox to accept the terms and conditions.

10. Click **Submit Request**. The **RSA Authentication** screen is displayed.

11. Enter your 4-digit PIN and 6-digit RSA SecurID token number.
12. Click **OK** to submit the request.

## VIEW SUBMITTED REQUESTS

- Access the **CM Summary** screen.
- Select Issuer Number or Name from the drop-down menu.
- Click **Go** to proceed.
- A summary of the Commitment Requests for the selected Issuer(s) is displayed.

You can also select a particular Status from the Status drop-down menu and click **Display**.

## RUN REPORTS

The following reports are available from the CM application:

- Commitment Authority Usage and Approval Report
- Issuer Commitment Summary Report

Type	Name	
	Commitment Authority Approval & Usage	8/27/2013 4:45 PM
	Congressional Budget Allocation	8/27/2013 4:45 PM
	Issuer Commitment Summary	8/27/2013 4:45 PM

13. After logging into GMEP, click **Report Center**.

The **Report Center** screen is displayed. Click the **Commitment Management** hyperlink.

14. Click the report name. Enter the required information and click **Run Query** to generate the report.

The report is displayed. You can save the report as an Excel file, text file, or PDF.

Click **Report Center** to return to reports.